

Millet

Proud to be

TOWN OF MILLET Employee Working Alone Policy

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Supersedes: New (replaces – Arena Working Alone)

Signature of Approval: *L. Schroening*
Chief Administrative Officer

POLICY STATEMENT:

The Town recognizes that there may be incidences where employees may be alone in the public or town facilities in circumstances where assistance is not readily available. The Town will provide a Communications Centre (Yellowhead Regional Emergency Communications Center) for staff to contact during those times.

SCOPE:

Town of Millet Arena Working Alone Policy

This policy applies to any employee working alone employed full time, part time and/or casual hired by the Town of Millet.

PROCEDURES:

1. Working alone is defined as:
 - a. When assistance is not readily available
 - b. When out of sight or out of communication with other staff or no other staff is currently on shift.
 - c. In an isolated room area i.e. a refrigeration plant, pump house
 - d. No other staff member is on shift with the department.
2. Staff must carry cell phone or radio at all times.
3. Adhering to prior hazard assessments and Occupational Health & Safety Standards, staff is required to follow effective communication protocols:

3.1 Administration

- 3.1.1 Contact YRECC with provided call sign
- 3.1.2 Advise YRECC of location of working alone (ie. Town Office)
- 3.1.3 Advise when will be off shift
- 3.1.4 Request two-hour check ins.
- 3.1.5 If a check in is missed, YRECC will attempt to contact employee twice. Fail to answer calls from YRECC, operator will initiate the following.
 - a. Contact Supervisor and advise, supervisor will escalate if required to contact other staff or Police attendance.

3.2 FCSS

- 3.2.1 Contact YRECC with provided call sign
- 3.2.2 Advise YRECC of location of working alone (ie. Private Residents)
- 3.2.3 Advise for two-hour check ins.
- 3.2.4 Update YRECC of each new location
- 3.2.5 If a check in is missed, YRECC will attempt to contact employee twice. Fail to answer calls from YRECC, operator will initiate the following.
 - a. Contact RCMP and dispatch to last address
 - b. Contact supervisor to advise

3.3 Public Works

Town of Millet Arena Working Alone Policy

- 3.3.1 Contact YRECC with provided call sign
- 3.3.2 Advise YRECC of end of shift
- 3.3.3 Advise for two-hour check ins
- 3.3.4 Update YRECC of entering any residents, pump station, or other facility other than the public works shop.
- 3.3.5 If a call out is received advise YRECC and any information that is required, advise where starting point is for example home and when they expect to arrive.
- 3.3.6 If a check in is missed, YRECC will attempt to contact employee twice. Fail to answer calls from YRECC, operator will initiate the following.
 - a. During regular hours contact Supervisor and advise, supervisor will escalate if required to contact other staff or Police attendance.
 - b. Contact RCMP and dispatch to last address if after hours.
 - c. Contact supervisor to advise

3.4 Parks, Recreation and Facilities

- 3.4.1 Contact YRECC with provided call sign and advise of location.
- 3.4.2 Advise YRECC of end of shift
- 3.4.3 Advise for two-hour check ins
- 3.4.4 Update YRECC of entering any residents, pump station, or refrigeration area.
- 3.4.5 If a call out is received advise YRECC and any information that is required, advise where starting point is for example home and when they expect to arrive.
- 3.4.6 If a check in is missed, YRECC will attempt to contact employee twice. Fail to answer calls from YRECC, operator will initiate the following.
 - a. During regular hours contact Supervisor and advise, supervisor will escalate if required to contact other staff or Police attendance.
 - b. Contact RCMP and dispatch to last address if after hours.
 - c. Contact supervisor to advise